

INSTRUCTIONS FOR THE PREPARATION AND THE LIFE CYCLE MANAGEMENT OF ALLIED COMMUNICATIONS PUBLICATIONS (ACPs)

ACP198 (J)



MAY 2001

FOREWORD

1. The Combined Communications-Electronics Board (CCEB) is comprised of the five member nations, Australia, Canada, New Zealand, United Kingdom and United States and is the Sponsoring Authority for all Allied Communications Publications (ACPs). ACPs are raised and issued under common agreement between the member nations.
2. ACP 198(J), INSTRUCTIONS FOR THE PREPARATION AND THE LIFE CYCLE MANAGEMENT OF ALLIED COMMUNICATIONS PUBLICATIONS (ACPs), is an UNCLASSIFIED CCEB publication.
3. This publication contains Allied military information for official purposes only.
4. It is permitted to copy or make extracts from this publication.
5. This ACP is to be maintained and amended in accordance with the provisions of the current version of ACP198.

**THE COMBINED COMMUNICATION-ELECTRONICS BOARD
LETTER OF PROMULGATION
FOR ACP198 (J)**

1. The purpose of this Combined Communication Electronics Board (CCEB) Letter of Promulgation is to implement ACP198 (J) within the Armed Forces of the CCEB Nations. ACP 198(J), INSTRUCTIONS FOR THE PREPARATION AND THE LIFE CYCLE MANAGEMENT OF ALLIED COMMUNICATIONS PUBLICATIONS (ACPs), is an UNCLASSIFIED publication developed for Allied use and, under the direction of the CCEB Principals. It is promulgated for guidance, information, and use by the Armed Forces and other users of military communications facilities.
2. ACP198 (J) is effective on receipt for CCEB Nations and when by the NATO Military Committee (NAMILCOM) for NATO nations and Strategic Commands.

EFFECTIVE STATUS

Publication	Effective for	Date	Authority
ACP198 (J)	CCEB	On Receipt	LOP

3. All proposed amendments to the publication are to be forwarded to the national co-ordinating authorities of the CCEB or NAMILCOM.

For the CCEB Principals

N. CRAM
Squadron Leader
Permanent Secretary to CCEB

RECORD OF MESSAGE CORRECTIONS

[illegible]

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CHAPTER 1

GENERAL INSTRUCTIONS

101. PURPOSE

The purpose of this instruction is to prescribe policy and procedures for the preparation and life cycle management of Allied Communications Publications (ACPs).

1-2. SCOPE

ACPs are issued for the guidance and use of Military Forces which are represented on the Combined Communications-Electronics Board (CCEB). ACPs are appropriate for use in any theatre or part of the world and nothing will appear in the basic publication that is solely of a national local theatre, command or geographical significance.

103. DEFINITION OF TERMS

The definitions of the terms used in this publication are below:

- a. **Annex** - An addition to the basic publication that, because of the particular format of the information contained therein, does not lend itself for inclusion in the body of the text, ie charts, diagrams, lists, etc. An annex is an integral part of the publication.
- b. **Appendix** - Contains information that supplements and further amplifies the annex.
- c. **Change** - A serially numbered modification, prepared in accordance with the instructions contained in this publication, and applicable to all copies of an ACP.
- d. **Effective Date** - The date the publication/change becomes effective will be indicated by a Joint Armed Forces Publication (JAFPUB) message.
- e. **JAFPUB** -JAFPUB is a collective message address used to address signal messages sent by the United States Military Communications Electronics Board (USMCEB) to issue direction related to ACPs (eg to incorporate a change or to advise effective date of a change).
- f. **Long Title** - The descriptive title assigned to a specific document. It is sufficiently descriptive to preclude the need for further dissemination of information concerning the use, content and purpose. Long titles should be unclassified.
- g. **Major Amendment** - A significant change to the content, intent of the document, or to incorporate numerous minor amendments into an ACP. A

major amendment results in the creation of a new edition of an ACP being drafted.

- h. **Minor Amendment** - A change that includes factual changes and editorial or wording changes, but does not significantly change the intent of the ACP.
- i. **Message Correction** - A serially numbered amendment to an ACP issued as a message correction to meet an operational requirement or to effect a minor errata amendment. Corrections will be incorporated in the next printed change or revision.
- j. **Revision** - A complete publication superseding a previous edition. A revision should occur when more than 50 percent of the content in a publication are effected by the update action or there has been an accumulation of changes that warrant a new edition. This decision is at the discretion of the Sponsoring Nation, which drafts Minor or Major Amendments as warranted.
- k. **Short Title** - The short title of a specific allied Communications Publication consists of the letters "ACP" followed by identifying numerals and letters as outlined in Chapter 4 Paragraph 402.
- l. **Silence Procedure** - A procedure whereby nations are given a specified time to comment on the proposal(s). If national comments have not been received on the specified target date, it is assumed that that nation agrees with the proposal(s).
- m. **Sponsoring Nation** - The nation which is the author and custodian of the publication and prepares it for distribution.
- n. **Status** - The past, present, or future effectiveness of a publication.
- o. **Supplement** - A separate publication, related to a basic publication, prepared by a nation or group of nations for purposes of promulgating additional information or summaries of particular interest to and used by one or more nations. A supplement may include extracts from the basic publication. Supplements are prepared in the same manner as the basic publication.

104. ACP FORMATTING

The detailed instructions for managing and formatting ACPs are contained in the following Chapters. However, ACP 198(J) itself provides an example of the format required for an ACP and may be used as a template for the development of new ACPs.

CHAPTER 2

MANAGEMENT OF ALLIED COMMUNICATIONS PUBLICATIONS (ACPs)

201. REQUIREMENT FOR AN ACP

An ACP is originated to meet a need of CCEB nations. The intent of the ACP is to facilitate interoperability to allow the free-flow of data, information and knowledge in support of C4 requirements. Therefore, an ACP may be required to address any interoperability issue, whether managerial, operational or technical, when at least two nations need a common Information Technology (IT) capability.

202. LIFE CYCLE MANAGEMENT OF ACPs

ACPs will be managed from their inception to their disposal. Roles, responsibilities and processes governing the following stages are stipulated in this ACP: requirement identification, drafting, ratification, promulgation, release, ongoing maintenance and disposal. In general, three types of actions can be taken depending on the status of the ACP:

- a. A new ACP can be initiated based on a new requirement that is identified by a CCEB Working Group (WC), CCEB Task Force (TF), a nation or as directed by the Principals or the EG (see Paragraph 205).
- b. A major amendment to an ACP will result in a new edition of that ACP being issued. Major amendments will occur when directed after a cyclical review, after significant change, or after the accumulation of numerous minor changes (see Paragraph 208).
- c. A minor amendment to an existing edition of an ACP will necessary if there are factual, editorial or production errors that need to be corrected (see Paragraph 208).

203. ROLES IN MANAGING ACPs

All members of the CCEB have a role in the management of ACPs. External organizations such as NATO and the International Defence Organizations (IDOs) may also be considered and/or consulted during the drafting of an ACP.

204. SPONSORSHIP

- a. **Sponsoring Nation.** Each ACP is sponsored by a CCEB nation. The listing of ACPs and their sponsoring nation is detailed in Annex A to this chapter.
- b. **Sponsoring a non-CCEB nation.** Any CCEB nation may sponsor another nation to hold a Classified ACP. Procedures for sponsoring a non-CCEB nation are detailed in Chapter 3.

205. STAFFING A NEW ACP

Anyone can suggest the CCEB raise a new ACP to meet an identified requirement. If an individual is a member of a CCEB WG or TF, the proposed initiative should be discussed and agreed within that forum and progressed to the CCEB Executive Group (EG) for ratification. Otherwise, the request should be staffed within nations and presented by the relevant national EG member. The process for developing a new ACP is described at Annex B.

206 ESCALATION OF APPROVAL PROCESS

In the event that problems develop in the drafting and approval of a new ACP, such as the WS and the action Officer (AO) not being able to resolve discrepancies. The Chairman of the WS will forward the draft, with the noted comments, to the Chairman EG for resolution by either the EG or the Principals. Resolution of all comments will result in a final draft ACP.

207. RATIFICATION

Ratification of the original issue ACP will be at the formal signing of the Combined Agreement (COMAG-CCEB Publication 2) for the document by the Principals. Ratification by the Principal indicates that the CCEB member nations will implement the ACP. Note that complying with the ACP does not dictate the standards or architecture for each national system but rather dictates how the system or procedure should be implemented when dealing with other CCEB nations. The ratification of the ACP can be done out of session or formally signed at the annual Principals meeting. Upon ratification, the new ACP is to be distributed as described in Annex E.

208. AMENDMENT OF ACPs

ACPs often require amendment to maintain accuracy and relevance after issue. To efficiently manage the change process, there are two categories of amendments: Major Amendments and Minor Amendments.

- a. Major Amendments are those changes that significantly affect the intent of the ACP, that incorporate a significant number of minor changes or when considerable change to the document needs to be undertaken. The issue of a **new edition** is a Major Amendment. The Process for carrying out a Major Amendment is described at Annex C.
- b. Minor Amendments are those changes that include factual changes and editorial or wording changes. The process for carrying out Minor Changes is described at Annex D.

209. DISTRIBUTION OF NEW ACPs AND AMENDMENTS

At this stage in the process, the Permanent Secretary (PS) has an electronic file (.doc) and a hard copy of the new ACP, new edition, or minor amendment. Annex E outlines the process for the distribution of the new ACP, new edition and Annex D contains the process for minor amendments.

210. CYCLICAL REVIEW OF ACPs

As a minimum requirement, ACPs are formally reviewed for accuracy, relevance and currency every three years by the sponsor nation. The cyclical review must be initiated three years after the last JAFPUB has been issued for that ACP. Table 2-3 describes the tasks and responsibilities with respect to the cyclical review.

Responsible Office	Responsibility
Permanent Secretary (PS)	<ul style="list-style-type: none"> • Maintain a master record and archived copies of all ACPs and their amendments. • Forward the detail of the amendments to the WS.
Washington Staff (WS)	<ul style="list-style-type: none"> • Draft an ACP review schedule, taking into account the resources required to conduct the review. • Announce the results of the review either by a formal notification that the publication had been reviewed and that no changes are required or by following the appropriate procedures for initiating a new edition or a minor amendment.
National ACP Coordinator	<ul style="list-style-type: none"> • Co-ordinate the cyclical review of their sponsored ACPs with the WS.

Table 2-1 ACP Cyclical Review - Tasks and Responsibilities

211. DISPOSAL OF ACPs

If any member nation believes that an ACP should be rescinded, a request is made through the national EG member. The EG will make the decision whether the ACP should be rescinded. If approved, the PS will ensure that that ACP (if unclassified) is removed from the CCEB website and a JAFPUB is transmitted directing that the ACP be rescinded and authorizing nations to dispose of the publication in accordance with their own national procedures.

ACP NATIONAL SPONSORSHIP

TITLE	NUMBER	SPONSORING NATION
Allied Call Sign and Address Groups	ACP 100	US
Call Sign Book for Ships	ACP 113	AS
Allied Routing Indicator Book	ACP 117	US
Routing Indicators for NCSOs, REPTOFs and Mercast Controllers	ACP 177 SUPP-1	US
Common Security Protocol	ACP 120	US
Comms Instructions – General	ACP 121	UK
Comms Instructions – Security	ACP 122	CA
Common Messaging Strategy and Procedures	ACP 123	US
Communications Instructions – Radiotelegraph procedures	ACP 124	CA
Communications Instructions – Radiotelephone Procedures	ACP 125	AS
Communications Instructions – Teletypewriter Procedures	ACP 126	CA
Communications Instructions - Tape Relay Procedures	ACP 127	UK
Communications Instructions – Procedures for Allied Fleet RATT Operations	ACP 127 SUPP-1	UK
Allied Telecommunications Record System (ALTERS) Operations	ACP 128	NZ
Communications Instructions - Visual Signaling Procedures	ACP 130	NZ
Communication Instructions – Operating Signals	ACP 131	NZ
Field Generation and OTAD of COMSEC Key in support of Tactical Operations and Exercises	ACP 132	US

Directory Services	ACP 133	US
Communications Instructions - Distress and Rescue Procedures	ACP 135	AS
The CITA [Combined Interoperability Technical Architecture Policy]	ACP 140	US
P-MUL - A Protocol for reliable Multicast Messaging in Bandwidth Constrained and Delayed Acknowledgement (EMCON) environments	ACP 142	AS
Recognition and Identification Air, Land and Sea Forces	ACP 150	UK
IFF/SIF Operational Procedures	ACP 160	UK
Operational Brevity Code	ACP 165	NZ
Glossary of C-E Terms	ACP 167	UK
Allied Naval and Maritime Air Cis	APC 176	CA
Land Forces Electronic Warfare Instructions	ACP 177	PS
Maritime EW Instructions	ACP 178	PS
EW Instructions for Air Force	ACP 179	PS
Electronic Warfare	ACP 180	AS
Guide to Frequency Planning	ACP 190	NZ
Ionospheric Sounder Operations	ACP 191	NZ
Instructions for the Preparation and Life Cycle Management of Allied Communications Publications (ACPs)	ACP 198	CA

RAISING A NEW ACP

INITIATING A REQUEST FOR A NEW ACP

The official request for a new ACP should be staffed to the CCEB EG. An individual that is not part of the CCEB hierarchy may staff a formal request through the national chain of command to that nation's EG Member. If the EG member agrees that a new ACP is required, the request will be considered by the EG. Should the requirement be appropriate and within CCEB capabilities, the EG will allocate resources to raise the new ACP.

The process for raising a new ACP is set out in the following table (2-B-1) and flowchart in Figure (2-B-1).

Step	Responsible Office	Action
1	The originating, WG, TF or Nation	<ul style="list-style-type: none"> • Provide rationale for ACP and define the requirement • Recommend a sponsoring nation
2	Executive Group (EG)	<ul style="list-style-type: none"> • Select a sponsoring nation
3	EG and Chairman WS	<ul style="list-style-type: none"> • Assess and agree on resource commitments. Resource issues that must be considered include identifying participating nations, personnel, travel costs, number of meetings, etc • Confirm support of participating nations.
4	EG in conjunction with the sponsoring nation	<ul style="list-style-type: none"> • Appoint an Action Officer (AO).
5	Chairman WS	<ul style="list-style-type: none"> • Appoint a Steering Member (SM) from the WS to monitor the progress of the ACP. The nationality of the SM will normally be the same nationality as the country sponsoring the writing of the ACP. • Draft and release the directive outlining the requirement to initiate the ACP as per the format in CCEB Pub 2. As a minimum the following detail will be included in the directive:
		<ul style="list-style-type: none"> a. Who is the Steering Member from WS (normally same nation as the AO); b. What is required;
		<ul style="list-style-type: none"> c. When is the first draft to be forwarded to the WS;

		d. A listing of the CCEB countries who have agreed to participate in drafting the ACP;
		e. The number of authorized meetings and any other constraints on resources approved by the EG;
		f. Other groups, WGs, TFs or single Service Fora that should or could be involved with the drafting; and
		g. Any additional relevant information.
		<ul style="list-style-type: none"> • Provide staffing guidance throughout the drafting and approval process.
6	AO	<ul style="list-style-type: none"> • Lead the effort to draft the document as per the directive. • Liaise with counterparts in other nations. • Apprise the National ACP Coordinator and the SM of progress. • Forward the draft of the ACP, in electronic format (.doc file) as well as a printed copy to the SM of the WS.
7	SM	<ul style="list-style-type: none"> • Co-ordinate the staff check by the WS for format and compliance with the directive.
8	WS	<ul style="list-style-type: none"> • Endorse the draft. • Forward the draft ACP to each EG for national staffing. • Staff the draft to the single Service Fora. Comments from the single Service Fora are to be staffed through nations. For example, if AUSCANNZUKUS observes and inconsistency, they are to staff their observations back through their national navies to be resolved within nations.

9	EG	<ul style="list-style-type: none"> • Co-ordinate the national review of the draft ACP which includes the comments received from the single Service Fora national representative(s). Note, the intent is to have each nation review the ACP fully with more input than just the technical expertise that may have assisted in the drafting. • Forward a consolidated national response to the WS within 90 days of receipt. 	PS
10	WS	<ul style="list-style-type: none"> • Co-ordinate comments from EG. • Incorporate changes of a minor or editorial nature. • Forward substantive comments or technical comments back to the AO for resolution. The process of staffing EG will be iterative (repeat steps 6 to 9) until and agreed document is achieved. 	
11	PRINCIPALS	<ul style="list-style-type: none"> • Endorse and sign new ACP 	

Table 2-B-1 New ACP Process

MAJOR AMENDMENT PROCESS

A major amendment will result in a new edition of an ACP and may result from a cyclical review, an accumulation of several minor amendments, or a substantial change recommended by a WG, a TF, the WS, the EG or as directed by the Principals. Any nation or group can suggest a major amendment. Formal ratification is not required for the acceptance of a new edition. The steps listed below describe the major amendment process:

Step	Responsible Office	Action
1	Any individual in CCEB hierarchy or within a member nation	Propose what changes should be made and forward the information to the sponsoring nation via the EG.
2	EG	Determine if the proposed change is a minor or major amendment. Inform WS if a major amendment is necessary.
3	WS	The WS will agree if major, assign a new letter for the draft edition and direct the sponsoring nation via the EG to produce a draft of that ACP. If the WS see the amendment as minor, see Annex
4	EG	The EG within the sponsoring nation ensures the drafting of a new edition.
5	EG	Forward the draft to the PS in electronic format (.doc file) as well as in printed copy.
6	PS	Raise a memo and distribute to WS for national comment and review.
7.	WS	Endorse the draft. Forward the draft ACP to each EG for National staffing Staff the draft to the single Service fora. Comments from the single Service fora are to be staffed through nations.
8	EG	Co-ordinate the national review of the draft ACP which includes the comments received from the single Service Fora national representatives(s). Note, the intent is to have each nation review the ACP full with more input than just the technical expertise that may have assisted in the drafting. Forward a consolidated national response to the WS within 90 days of the WS review directive.
9	WS	Co-ordinate comments from nations. Incorporate changes of a minor or editorial nature. If necessary forward substantive comments or technical comments back to the EG for resolution. If it is ready, however can be ratified, if not: Steps 608 to be repeated. Once satisfied with the draft, the WS ratifies it and forwards it to the PS for distribution.
10	PS	Once the document is agreed upon and ratified, a copy of the ACP in both electronic (.pdf file) and printed format will be forwarded to WS and then on to the nations.

Table 2-C-1 Major Amendment Process

MINOR AMENDMENT PROCESS

Minor amendments will normally be of two varieties:

- a. The first type is a factual change. For example, the list of military units in a given ACP would need to be amended when a unit has been disbanded. To keep the ACP correct, the reference to the unit would need to be eliminated; and
- b. The second type could be a wording change that might require different actions from participating nations, for example a different setting on a piece of equipment.

Table 2 - D-1 outlines the process for a minor amendment.

Step	Who Will Do It	Action
1	Any individual either in CCEB hierarchy or within a member nation.	Propose what changes should be made and forward the information to the sponsoring nation via the National ACP Coordinator (NAC).
2	Sponsoring nation	Determine if the proposed change is a minor or major amendment. Determine if there is a need for an immediate amendment or wait for a major amendment or aggregate the opportunity.
3	Sponsoring nation	Goes ahead with immediate amendment. If the sponsoring nation determines the drafted change is to be in the form of a print change then this page(s) is produced and forwarded to the PS who will ensure distribution. If it is to be in the form of a JAFPUB, the minor amendment will be forwarded to the MCEB in the required format as seen at Appendix 1.
4	MCEB	Drafts JAFPUB
5	PS/MCEB	Change Info is placed on website (for unclassified ACPs only) as JAFPUB released.

FORMAT FOR AMENDMENTS OF ACPs

The following is the table format for specific comments to ACPs with examples:

Review of ACP 000

Number (a)	Identification (b)	Exact proposal (c)	Rationale (d)	Importance (e)					
					A	C	N	U	U
					S	A	Z	K	S
1	General	Redraft the Entire Document	Need to incorporate modern technology and systems and delete out dated material	C					
2	Chapter 1 para 2 line 4	The word "communication" is misspelled		E					
3	Chapter 2 sub para 201 a.	Line 3 delete "intra-service" and insert "combined"	Terms have changed	S					

* The importance of the change/amendment is divided into three categories as follows:

- a. **Critical (C)**- Comments which must be changed or the country will not agree with the final product overall;
- b. **Substantive (S)**- Changes would significantly improve the document/chapter or is needed for clarity; and
- c. **Editorial (E)**- Changes that are grammatical or related to spelling, consistency, etc

Table 2-D1-1 Format for Amendments to ACPs

DISTRIBUTION PROCESS

The process for the distribution of new ACPs and major amendments (resulting in a new edition) are described in table 2-E-1. The distribution of minor amendments is described in Annex D, figure 2-D-1.

Table 2-E-1 Distribution Process for Major Amendments or New ACPs

Responsible Office	Responsibility
Permanent Secretary (PS)	<ul style="list-style-type: none"> • Raise a COMAG as per CCEB Pub 2. The COMAG must contain, as a minimum: <ol style="list-style-type: none"> a. Direction to issue a JAFPUB; b. Effective date of the ACP, edition or amendment; and c. Request for nations to inform the WS that distribution has been initiated and that the effective date will be met.
	<ul style="list-style-type: none"> • Give to each member of the WS a (.pdf) copy, as well as a hard copy of the ACP.
	<ul style="list-style-type: none"> • Forward the COMAG, one electronic copy and one hard copy to the WS of each CCEB nation as well as the Chairman of applicable single Service Fora.
WS	<ul style="list-style-type: none"> • Distribute COMAG and ACP to nations
PS	<ul style="list-style-type: none"> • Post the approved version of ACPs and amendments onto the Website (unclassified only) as soon as possible after receiving the COMAG. The version is to be annotated as not effective until the JAFPUB is released.
National ACP Coordinators	<ul style="list-style-type: none"> • Co-ordinate the production and distribution of the ACP amongst their nation, sponsored nations, and single Service fora. • Inform the WS of their nation's ability to distribute the publication by the stated effective date or of a delay and the expected distribution date.

CHAPTER 3

POLICY FOR THE RELEASE AND MAINTENANCE OF ACPs, SUPPLEMENTS AND EXTRACTS

301. GENERAL

This chapter sets out the CCEB policy governing the release and maintenance of ACPs, Supplements, and extracts from these publications. Throughout this Chapter, unless stated otherwise, the use of the term 'ACP' applies to Supplements and Extracts.

302. RELEASE OF UNCLASSIFIED ACPs

Unclassified ACPs may be posted to the CCEB public Web Page. The process for approving release to the INTERNET is described in Chapter 5. Classified ACPs and UNCLAS ACPs deemed not suitable for unilateral release are to be released and maintained in accordance with the provisions of this Chapter for CLASSIFIED ACPs.

303. RELEASE AUTHORITIES FOR CLASSIFIED ACPs

The following table identifies who has the authority to release ACPs:

Who	Authority	Record
CCEB Nation	Authorized to release unclassified ACPs within nation to government or civilian organization, commercial contractor or individual in keeping with national security and procurement guidelines.	Inform PS for record keeping purposes.
CCEB (all CCEB Nations must agree)	Authorized to release ACPs (unclassified or classified) to a non-CCEB Nation or Regional Defence Organization only if unanimous agreement of CCEB Nations is obtained.	Sponsoring CCEB Nation must maintain a record of which nation has been issued an ACP for future amendments as well as cancellation of ACPs. The PS maintains a master Record of Release.

Table 3-1 Release Authorities of ACPs

Step	WHO	ACTION	
1	Sponsoring CCEB Nation	Forward request for release to PS for staffing.	Request is to be detailed as per article 305
2	PS	Staff requests to CCEB nations and contributing Regional Defence Organization if necessary.	
3	All CCEB Nations plus other contributors	Respond to PS with either agreement to release ACP, or detail reason why the request cannot be met (See article 306).	
4	PS	Coordinates response.	If unanimous, sends authority to requesting nation to release the ACP. If not unanimous agreement, details of refusal are forwarded to the requesting CCEB National WS member
5	Sponsoring CCEB Nation	Forward either refusal of request or produce the ACP and forward to the requesting nation.	Advise the PS once the ACP, extract, etc have been forwarded to requesting nation, outlining what was sent and to what nation.
6	PS	Record which ACPs have been distributed to which nation.	

Table 3-2 How to Obtain Authorization to Release an ACP

305. JUSTIFICATION FOR RELEASE

The sponsoring nation is to provide sufficient justification to support a request for release of Classified ACPs. Justification must include a statement that the release is in support of national plans or exercises, or similar type of activity. The justification must also:

- a. Establish the need-to-know of the intended recipient;
- b. Identify the advantages to either the CCEB or the sponsoring nation;
- c. Confirm that the intended recipient can, and has undertaken to, provide the appropriate security protection required by the classification of the publication or extract. This includes:
 - (1) certifying the publication in question will only be used by authorised nationals,
 - (2) acknowledging the requirement to obtain the permission of the CCEB before releasing the publication to a third nation, industrial, or commercial contractor,
 - (3) confirming the production of extracts or the classified portions of publication will be restricted and such reproductions provided equivalent security protection, and
- d. Clearly identify the information required from the publications. This includes:
 - (1) Where possible, time period(s) during which access will required, and
 - (2) If extracts will be issued, list the parts of the publications that are being proposed for issue.

Release of ACPs will not be considered if the requirements to this paragraph have not been met in full.

306. REFUSAL OF RELEASE

Any member nation of the CCEB has the right to refuse a request for release. Reasons for the refusal are to be forwarded to the PS, and any conditions under which approval may be given should be provided. All refusals are to be recorded by the PS. The PS will inform the sponsoring nation of the reason for refusals to release the ACPs. In turn, the sponsoring nation must inform the requesting nation that their request has been denied. If the refusing nation subsequently amends its position and release is still required, a new request is to be originated.

307. STOPPAGE OF RELEASE

Any member nation of the CCEB may impose a stoppage on any release at any time. Reasons for the stoppage must be provided in writing to the PS. The stoppage is effective from the date of the correspondence is received by the PS. The PS must inform all CCEB nations, upon receipt of a stoppage, that the stoppage is effective immediately. All stoppages are to be recorded by the PS. Additionally, the PS will communicate the rationale for stoppage to the sponsoring nation for onward transmission to the requesting nation.

308. NATIONS RESPONSIBILITY FOR RELEASE

The PS will forward the concurrence of all contributors to the ACP to the nation that has requested release of an ACP or an extract. The ACP Coordinator of the nation is responsible for the production and distribution of the requested material. The ACP Coordinator member must inform the PS when the requested material has been distributed. In addition, the ACP Coordinator of the requesting nation must ensure all future amendments/changes to the ACP are distributed to the nation or organization that has received the ACP or changes.

309. RECORD DEEPING RESPONSIBILITY

The PS will record the request for release of all ACPs or extracts, the reason for refusal, the date of concurrence for release, and which ACPs have been released to which country. A Record of Release is to be maintained on the CCEB Web Page and is to specify which ACPs have been released to which nation and the date that the release was reviewed. Each nation, in turn, is to keep its own records of points of contact in the nations it is sponsoring.

310. RECORD REVIEWS

The CCEB PS will raise an action Item to review the record of ACP Releases every two years, on the anniversary date of the previous Periodic Review. The Directive initiating a review will invite nations to:

- a. confirm that the Record of ACP Releases, for which the nation is the sponsor, is correct; and
- b. verify that the proposed changes attached to the Directive incorporate all changes to the Record of ACP Releases since the previous review.

311. CANCELLATION OF ACPs

If an ACP is cancelled, it is the responsibility of nation(s) sponsoring releases to confirm that nations listed in the Record of ACP Releases have been notified and that the ACP concerned has been withdrawn from use.

CHAPTER 4

PREPARATION OF ACPs AND SUPPLEMENTS

401. PRODUCTION OF AN ACP OR AMENDMENT TO AN ACP

The sponsoring nation of an ACP is responsible for the electronic production of the ACP. The required format for a new ACP or new edition is as follows:

- a. The ACP is to be presented as a Microsoft Word (version 6.0 or higher) formatted electronic file (.doc).
- b. For ease of distribution, the sponsoring nation is to prepare the ACP as a single file. If the document is longer than 200 printed pages or becomes unwieldy within the word processor, the file may be split into smaller files that preserve the integrity of the document.
- c. The sponsoring Nation should endeavour to utilize MS-Word's headings, styles, bookmarks, paragraph numbering, formatting and other automated features to maintain the formatting integrity of the ACP.

402. ASSIGNMENT OF SHORT TITLES

The letters "ACP" followed by an assigned number will together constitute the short title eg, ACP 126. The Permanent Secretary (PS) of the CCEB will assign these numbers. The following conventions will be used to add information to the short title to identify the edition or supplement:

- a. The short titles of successive editions of publications will be identified by using successive letters of the alphabet in parentheses following the number, eg will identify:

ACP 000	Original edition
ACP 000(A)	Second edition (1st revision)
- b. When a publication has exhausted the current series of edition letters from (A) to (Z), subsequent editions are to commence in the following series, (AA), (AB) to (AZ) and then (BA), (BB) to (BZ), etc; and
- c. In accordance with their requirements, each nation, group of nations or organization may prepare one or more numbered supplements for each basic publication. To avoid confusion the short title (and the long title) of the supplement will indicate the nation, group of nations or organization as a prefix to the "SUPP" number, (CCEB Supplements will not be Prefixed) eg;

ACP 000 SUPP-1	COMMUNICATIONS TRAINING INSTRUCTIONS (US Supplement No 1
----------------	---

ACP 000 CAN/US SUPP-1	COMMUNICATIONS TRAINING INSTRUCTIONS (CAN/US Supplement No 1
-----------------------	---

ACP 000 NATO SUPP-1	COMMUNICATIONS TRAINING INSTRUCTIONS (NATO Supplement No 1
---------------------	---

403. STANDARD LAYOUT

All ACPs are to be 8-1/2" (21.59 cm) by 11" (27.94 cm) in size of A4, the nearest international paper size. The sponsoring nation will verify the version of Word used is compatible with that used by the PS. Material will be printed across the short side of the page. Lists and figures may be printed on the long dimension when necessary. The size of the field of actual printing should be 6-1/2" (16.51 cm) by 9" (22.86 cm). The header of each page is to contain the classification marking, centered, and then one line lower, the ACP number and edition, right justified ie, ACP CYZ(A). The footer, one line above the classification marking, will include the page number, centered, and the version (Original, Change, Draft) right justified, with the date of publication, eg: Draft dated 15 Mar 2001. When a publication is distributed in electronic format, these rules also apply.

404. EXPRESSION OF MEASUREMENTS

Measurements are expressed in the units of measurement of the sponsoring nation. The corresponding metric or non-metric equivalent will be provided in parentheses. eg, 10km (6.25 miles). Conventions used by single Service Fora, such as aircraft altitude in feet and ship speed in knots, should prevail.

405. TYPE SIZE, LINE SPACING AND PAGE MARGINS

ITEM	TYPE SIZE
Chapter Number	Times New Roman, Bold, Underlined, Size 14, centered
Chapter Title	Times New #roman, Bold, Size 14, centered
Paragraph Number and Section Heading	Times New Roman, Bold, Size 12, left aligned, tabbed for ease of reading
Text	Times New Roman, Size 12
Classification	Times New Roman, Size 14, Bold, Centered (in header and footer)
Line spacing	Normally single spacing (at least 12 pt)
Margins	Top and Bottom - 1" (2.54 cm) Left and Right - 1.25" (3.17 cm) Header - 0.7" (1.52 cm) Footer - 0.7" (1.78 cm) Gutter - 0" NOTE: The header and footer settings may require adjustment to meet different printer driver requirements.

Table 4-1 Type Size, Line Spacing and Page Margins

406. NUMBERING SCHEME

The numbering scheme will be consistent throughout the publication and will comply with the table below.

Sequential numbers will be used to number:	by using:	Example
Pages prior to Chapter 1	Roman numerals	I, II, III, IV

Pages within each Chapter	Arabic numerals with the first number designating the chapter, the second number the page	1-1, 102, 103, 1-4
Annexes	First number designating the chapter, the letter designating the annex followed by an Arabic numeral.	2-A-1, 2-A-2, 2-A-3, ...
Appendixes	First number designating the chapter, the letter designating the annex, the number of the appendix followed by an Arabic numeral.	2-A1-1, 2-A1-2, 2-A1-3,
Index	The word "Index" followed by an Arabic numeral.	Index-1, Index-2, ..
List of Effective pages (LEP)	The word LEP followed by an Arabic numeral.	LEP-1. LEP-2, ..
Chapters	The word "Chapter" followed by and Arabic numeral.	CHAPTER 1, CHAPTER 2,..
Paragraphs	Three Arabic numerals in sequence, where the first number designates the chapter number and the last two numbers will run consecutively from 01 to 99	The paragraphs in chapter 2 will be numbered 201, 202, 203, etc
Lower order paragraphs	Numbering is optional but the hierarchy must be evident. Lower order paragraphs may be identified using a combination of letters, Arabic numerals, brackets, or bullets	a. (1) (a)
Figures, Tables and Graphics	Two number designations using Arabic numerals. The first number designates the chapter, or annex, in which the figure or table appears and the second number will be the sequential number of the figure or table in the chapter, or annex.	Figure 2-1 is the first figure in Chapter 2. Table A-3 is the third table in Annex A.

Table 4-2 Numbering Scheme**407. IDENTIFICATION OF THE CLASSIFICATION**

Portions of classified publications are to be clearly marked to show their classification or unclassified status. Such markings shall not be abbreviated and shall be prominent and placed as per indicated in the following table.

Classified Portion	Location of the classification identification	Example
Pages	Centered top and bottom of page	CCEB CONFIDENTIAL
Annexes	After Annex title	Annex A (S)
Appendixes	After Appendix title	Appendix 1 (U)
Paragraphs	After paragraph number	202.(S)
Lower order paragraphs	After lower order number	a. (U)
Figures, Tables and Graphics	Immediately prior to caption	(S) Table 2-1

Table 4-3 Identification of the Classification**408. STANDARD DIVISIONS OF AN ACP AND SUPPLEMENTS**

These publications will consist, as applicable, of the following parts in the order listed:

Division	Requirement
Title Page	Mandatory
Foreword	Mandatory
Letter of Promulgation	Mandatory
Record of Message Corrections	Mandatory
Record of Page Checks	Mandatory for classified ACPs
Table of Contents (Include List of figures and tables)	Mandatory
Text	Mandatory
Annexes	As Required
Appendix	As Required
Index	Optional
List of Effective Pages (LEP)	Mandatory
Last Page	Mandatory

Table 4-4 Standard Divisions of an ACP and Supplements**409. TITLE PAGE**

- a. The Title Page is to appear as the first page of the publication. (See Figure 4-1)
- b. The short title is to appear in the upper right corner of the page and in the center of the page above the long title.
- c. The classification is to appear centered at the top and bottom of the page.
- d. ACPs, which contain information that is classified RESTRICTED, CONFIDENTIAL or SECRET by CCEB nations, are to have the word "CCEB" as a prefix to the classification. Classified supplements developed by an International Defence Organization (IDO) are to bear an abbreviation of the sponsoring organization as a prefix to the classification, eg:

ACP 000	CCEB RESTRICTED
ACP 000 NATO SUPP-1	NATO RESTRICTED

410. FOREWORD

- a. All ACPs and Supplements are to contain in Foreword (see Figure 4-2); and
- b. The Foreword is to include the following contents, as applicable:
 - (1) Short and long title, classification, status, and date,
 - (2) Instructions for transporting, storing, safeguarding, accounting and reporting loss or compromise, and
 - (3) Information covering the effective status and disposition of superseded publications.

411. LETTER OF PROMULGATION (LOP)

All APCs released by the CCEB are to contain the CCEB LOP. An example of the CCEB LOP is at Figure 4-3. Each member nation may replace the CCEB LOP with their own LOP page as required. However, publicly released documents will contain the CCEB LOP.

412. RECORD OF MESSAGE CORRECTIONS

A Record of Message Corrections that lists the change/message correction number, the JAFPUB number as well as the date time group of the message is to be included. (see Figure 4-4). Each change/message correction is entered on this change sheet. As a new version of the ACP is published, a new record of message correction sheet will be issued.

413 RECORD OF PAGE CHECKS

All Classified ACPS are to contain a record of page checks. An example of this record is at page IX of this ACP. This page is optional for Unclassified ACPs.

414. TABLE OF CONTENTS

The Table of Contents is to list all the divisions of the publication and the breakdown of the text by chapter, section, and paragraph (if appropriate). Figures, Tables and Annexes are to be listed in sequential order at the end of the Table of Contents (see Figure 4-5 or the Table of Contents for this as examples).

415. TEXT

The text is to be presented in such a way that the reader can easily find key information in writing the text, the author is to use the following conventions:

- a. Maintain consistent use of terms throughout the publication;
- b. Eliminate duplication of information to avoid misinterpretation;
- c. Include only relevant information;
- d. Select the most appropriate means to present the information eg Tables, figures, process charts, listings, etc;
- e. Sub-divide and organize related information in chapters, sections, paragraphs and lower order paragraphs as required; and
- f. Utilize titles that are concise and that assist the reader to quickly locate information.

416. ANNEXES

An annex is used when relevant information is either too lengthy or otherwise inappropriate to be included in the main body of the text. Annexes will be prepared only when the content is applicable to all holders of the basic publication.

The short title is to appear in the upper right corner. Short titles are to be shown as "Annex A to ACP 000", "Annex B to ACP 000", etc. When the basic publication is revised, the short title is to be "Annex A to ACP 000(A)", etc.

417. APPENDIXES

An appendix is used to supplement an annex. Appendixes will be prepared only when the content is applicable to all holders of the basic publication. The short titles is to appear in the upper right corner. Short titles are to be shown as Appendix 1 to "Annex A to ACP 000", "Appendix 2 to annex A to ACP 000", etc. When the basic publication is revised, the short title is to be "Appendix 1 to Annex A to ACP 000(A)", etc.

418. INDEX

If the textual content of an ACP warrants an Index, it should be included. An Index will list subjects in alphabetical order cross-referenced to appropriate paragraphs or page numbers. The short title of an Index will appear in the upper right corner and will be shown as 'Index to ACP (number as appropriate),' eg, "Index to ACP 000.'

419. LIST OF EFFECTIVE PAGES (LEP)

The List of Effective Pages constitutes a positive means to establish the completeness of a publication and its inclusion in all publications is mandatory. It will contain no information or material other than that which is actually required to account for each page. An example can be found at the end of this ACP(LEP 1) or at Figure 4-6.

420. LAST PAGE

The last page will serve as the back cover of the publication. The obverse side will be blank. The reverse side will be marked with the same classification as shown on the Title Page. Classification markings will be the same size as on the Title Page and will be located on the upper and lower left corners. The words "ORIGINAL (Observe Blank)" will appear in the lower right corner. Neither the obverse nor the reverse side of the last age will be numbered, and the last page will be included in the LEP. An example can be found at the end of this ACP.

421. BLANK PAGES

Blank pages may be inserted after the title page, foreword, LOP, record of message corrections, record of page checks, the table of contents or chapters to maintain readability. The blank page shall have the same headers and footers as the previous page and can be numbered. The page should have the statement 'This Page intentionally blank' indicated in the LEP by the annotation '(Reverse Blank)' against pages or chapters that utilize a blank page.

<p>CLASSIFICATION</p> <p>ACP 000(A)</p> <p>ACP 000(A) COMMUNICATIONS TRAINING INSTRUCTIONS (CLASSIFICATION IF REQUIRED)</p> <p>APRIL 2000</p> <p>Draft dated 15 April 2000</p> <p>CLASSIFICATION</p>

Figure 4-1 Sample Title Page

CLASSIFICATION

ACP 000(A)

FOREWORD

1. AP 000(A), INSTRUCTIONS FOR THE PREPARATION AND THE LIFE CYCLE MNAGEMENT OF ALLIED COMMUNICATIONS PUBLICATIONS (ACPs), is an UNCLASSIFIED publication.
2. ACP 000(A) will be effective for Combined Communications Electronics Board (CCEB) nations use as per the Combined Agreement (COMAG) _____ dated _____ issued by the Chairman of the Washington Staff (WS) of the CCEB. When effective, ACP 000(A) will supersede ACP 000, which shall be destroyed in accordance with current security regulations.
3. This publication contains allied military information and is furnished for official purposes only.
4. It is permitted to copy or make extracts from this publication.

Dated 29 Feb 2002

CLASSIFICATION**Figure 4-2 Sample Foreword for an ACP or a Supplement**

CLASSIFICATION

ACP 000(A)

**THE COMBINED COMMUNICATION-ELECTRONICS BOARD LETTER OF
PROMULGATION FOR ACP 000(A)**

1. The purpose of this Combined Communication Electronics Board (CCEB) Letter of Promulgation is to implement ACP 000(A) within the Armed Forces of the CCEB Nations. ACP 000(A), INSTRUCTIONS FOR THE PREPARATION AND THE LIFE CYCLE MANAGEMENT OF ALLIED COMMUNICATIONS PUBLICATIONS (ACPS), is an UNCLASSIFIED publication developed for allied use and, under the direction of the CCEB Principals. It is promulgated for guidance, information, and use by the Armed Forces and other users of military communications facilities.

2. AP 000(A) will be made EFFECTIVE WHEN DIRECTED by the CCEB and, when effective, will supersede ACP 000(I) which shall be destroyed in accordance with National regulations. The effective status of this publication is shown below.

Publication	Effective for	Date	Authority
ACP198(A)	CCEB	When Directed	LOP

3. Service-originated correspondence will be forwarded through the normal military chain of command, marked for the attention of the appropriate Service communications chief or director. All proposed amendments to the publication are to be forwarded to the national coordinating authorities of the CCEB.

For the CCEB Principals:

I B Kidding
Lieutenant Colonel
Chairman of the CCEB Washington Staff

Dated 29 Feb 2002

CLASSIFICATION

Figure 4-3 Sample Letter of Promulgation

[illegible]

Figure 4-4 Sample record of Message Corrections

<u>Table of Contents</u>	
Foreword	I
Record of Changes	II
Table of Contents	III
 Chapter 1	
<u>General Instructions</u>	
101. Purpose	1-1
102. Scope	1-1
103. Definitions	1-1
104. Assignment of Short Titles	1-2
105. Reporting Loss or Compromise of Classified ACPs.....	1-4
106. Publishing ACPs on the World Wide Web	1-4
 <u>Chapter 2</u>	
Management of ACPs	
201. Requirement for an ACP	2-1
202. Roles in Managing ACPs	2-1
203. Sponsorship	2-2

Figure 4-5 Sample Table of Contents

<u>LIST OF EFFECTIVE PAGES</u>		
<u>Subject Matter</u>	<u>Page Numbers</u>	<u>Change in Effect</u>
Title Page	I (Reverse Blank)	
Forward dated (7 Dec 00)	III (Reverse Blank)	
Record of Message Corrections	V (Reverse Blank)	
Table of Contents	VII-X	
Text	1-1 to 1-3 (Reverse Blank)	
Chapter 1		
Chapter 2	1-` to 1-4	
Annex A	2-A-1 to 2-A-3 (Reverse Blank)	
Annex B	2-B-1 to 2-B-4	
Annex C	2-C-1 to 2-C-3 (Reverse Blank)	
Annex D	2-D-1 to 2-D-2	
Appendix 1	2-D101 (Reverse Blank)	
Annex E	2-E-1 to 2-E-2	
Chapter 3	3-1 to 3-5 (Reverse Blank)	
Chapter 4	4-1 to 4-14	
Chapter 5	5-1 to 5-2	
List of Effective Pages	LEP-1	

Figure 4-6 Sample List of Effective Pages

CHAPTER 5

PROCEDURES FOR POSTING ACPs ON THE WORLD WIDE WEB

501. GENERAL

This chapter sets forth the CCEB policy and procedures for posting of ACPs on the World Wide Web. The CCEB ACP page can be found at ww.dtic.mil/jcs/j6/cceb/acps.

502. SCOPE

The CCEB is presently moving towards electronic publishing of UNCLAS ACPs and Supplements on the CCEB web site to take advantage of the benefits of web technology and linking capabilities. UNCLAS ACPs can be placed on the CCEB Public Web page provided the following procedures are incorporated into Pub 2 and followed:

- a. During the staffing of the new version or document, the intent to release via the Web is explicitly stated.
- b. The WS approve release of publications to the Web Page.
- c. When publications are posted to the Web the requisite JAFPUB message advises member nations when the publication is effective.

503. PROCEDURES

- a. Upon the completion of staffing the Sponsoring Nation will provide an electronic version (WORD 6 format or better (.doc)) of the ACP to the CCEB PS.
- b. The CCEB PS reviews the document for appropriate format and converts the .doc file into Portable Document Format (.pdf).
- c. CCEB PS maintains the "Official Record Copy" and creates a new ACP web page.
- d. The new page is uploaded to the US DTIC development server.
- e. The CCEB and the US ACP Coordinator review the page on the development server ensuring all files are attached, etc.
- f. The CCEB PS notifies the US ACP Coordinator, prepares/transmits JAFPUB with a copy to the CCEB PS, informing all users of the posting, and simultaneously notifies National Staffs of the completed action.
- g. The PS then transfers the web page to the 'Live' DTIC server.

Step	Responsible Office	Action
1	Sponsoring Nation	Prepares ACP in .doc format, forward to PS
2	PS	Convert .doc file to .pdf, transfer to US ACP Coordination
4	PS	Post .pdf file on web development server.
5	US ACP Coordinator/PS	Review .pdf file
6	US ACP Coordinator	Raises JAFPUB to inform users of new posting.
7	PS	Moves New pae to 'Live' server.

Table 5-1 Posting of ACPs on Web

LIST OF EFFECTIVE PAGES

Subject Matter	Page Numbers
Title Page	I
Foreword	II
Letter of Promulgation	III
Record of Message Corrections	IV
Table of Contents	V to VIII
Chapter 1	1-1 to 1-2
Chapter 2	2-1 to 2-3
Annex A	2-A-1 to 2-A-
Annex B	2-B-1 to 2-B-3
Annex C	2-C-1
Annex D	2-D-1
Appendix 1	2-D1-1
Annex E	2-E-1
Chapter 3	3-1 to 3-4
Chapter 4	4-1 to 4-13
Chapter 5	5-1 to 5-2
List of Effective Pages	LEP-1